

Norfolk Records Committee

Minutes of the Meeting held on 26 April 2013

Present:

Norfolk County Council

Mr P Duigan (Vice-Chairman)
Mr T Wright

Breckland District Council

Mr R Kybird

Broadland District Council

Mr J Bracey

King's Lynn and West Norfolk Borough Council

Mrs E Nockolds

Great Yarmouth Borough Council

Ms K Robinson-Payne

North Norfolk District Council

Norwich City Council

Ms V Thomas

South Norfolk District Council

Dr C J Kemp (Chairman)

Non-Voting Members

Co-Opted Member

Mr M Begley
Dr G A Metters

Observer

Dr V Morgan

Representative of the Bishop of Norwich

Rev'd C Read

Custus Rotulorum

Mr R Jewson

1. Apologies for Absence

- 1.1 Apologies for absence were received from Mrs A Claussen-Reynolds, Ms D Carlo, Professor C Rawcliffe and Mr B Stone.

2. Minutes

- 2.1 The minutes of the meeting held on 11 January 2013 were confirmed as an accurate record of the meeting subject to the following amendment:-

Professor Wilson to be added to the list of attendees.

3. Matters of Urgent Business

- 3.1 The Chairman reminded Members that a presentation for former County Archivist would be held on the rise of the meeting.

4. Members to Declare any Interests

- 4.1 No interests were declared.

5. Norfolk Record Office – Performance and Budget Report

- 5.1 The performance and budget report (item 5) by the Principal Archivist was

received. The report provided information on performance against service plans and budget outturn information for the Norfolk Record Office (NRO) during 2012/13. The report covered both service performance information and financial performance.

5.2 During the ensuing discussion the following points were noted:-

- The accountant for Cultural Services noted that a break-even had been predicted and that all budget savings had been achieved. The reserves were in a positive position, having experienced an overall reduction of £30k. The capital programme had been completed for the year, with a small amount of slippage to 2013/14 being available to assist with a snagging issue. She concluded by noting that a good level of external grants would still be available in order to complete any ongoing projects.
- In response to a question it was confirmed that the NRO was looking at ways to increase income through its archive storage services.

RESOLVED

- 5.3
- That the 2012/13 service plans be noted
 - That the 2012/13 revenue budget and reserves and provisions be noted.

6. Risk Register

6.1 The risk register report (item 6) by the Principal Archivist was received. The report provided the latest version of the NRO's risk register.

6.2 During the ensuing discussion the following points were noted:-

- The Strategic Risk Manager noted that risk RM13963 – long term staff shortage – had been increased due to potential current issues with staff shortages. The Principal Archivist confirmed that mitigations had been put into place in order to manage the risk, such as an extra member of staff being employed and that it was a short-term problem.
- The Strategic Risk Manager advised the Committee that two risks had now been removed as they had met their target scores – the security of the NRO and Data Protection.
- In response to a question from the Committee it was confirmed that savings had to be made by the NRO but these would come from various components rather than the loss of a full time member of staff.

RESOLVED

6.3 That the risk register be noted.

7. Annual Review of Charges for Services

7.1 The annual review of charges for services report by the Principal Archivist (item 7) was received. The report recommended certain changes to services charges.

7.2 During the ensuing discussion the following points were noted:-

- The Principal Archivist noted that only minimal changes had been made and the most commonly used services had all retained the same cost.
- It was clarified that the statutory fee for certification had been set by the Church of England.
- In response to a question from the Committee it was confirmed that the vehicle registration search fee looked at historic vehicle information; this was a good revenue source as the information was not available elsewhere.
- Regarding the four-week photography permit, Members asked whether this could be made more practical from a user viewpoint. The Principal Archivist responded that this had been considered and would be looked at again in April 2014, in line with the library service.

RESOLVED

7.3 That the new charges be noted.

8. Norfolk Record Office Service Plan 2013 - 2016

8.1 The Norfolk Record Office Service Plan 2013-16 (item 8) by the Principal Archivist was received. The report outlined serving planning priorities and key service activities over the coming three years.

8.2 During the ensuing discussion the following points were noted:-

- The Principal Archivist noted that only minimal changes had been made to the service plan since it was last considered a year ago. This would allow the new County Archivist, once in post, to look at the service afresh. Service planning would be considered from autumn 2013 onwards.
- The dashboard was considered and it was noted that it had improved to a "green" rating.
- With regards to the Budget and Efficiencies Board, it was noted that this sub-group of the NRO Management Team consists of the County Archivist, the Principal Archivist and the Archive Support Services Manager.

RESOLVED

8.3 That the proposed service plan be noted.

9. Periodic Report 1 October 2012 – 31 March 2013.

9.1 The Periodic report 1 October 2012 – 31 March 2013 (item 9) by the Principal Archivist was considered. The report informed the Committee of the activities of the Norfolk Record Office during the given period.

9.2 During the ensuing discussion the following points were noted:-

- It was been a very successful period for the NRO, including an exhibition

and events to celebrate the 50th anniversary of the county's archive service. A project to conserve the Aylsham Lancaster manor court roll had received funding from the National Manuscripts Conservation Trust which had allowed detailed conservation work to take place on the manuscript, which had previously been inaccessible for years. A bid would be made by the BioArch unit at the University of York, for funding to further develop work, already piloted at the NRO, on analysing the DNA within parchment to identify which species of animal it was from. A gift of local maps from Raymond Frostick and a visit by a medieval paper expert to view the King's Lynn Red Register had both received a large amount of press coverage.

- It was noted that the EDP and Eastern Evening News newspapers had given excellent publicity to various events and acquisitions made by the NRO.
- A new film had been produced by the NRO, which was available online, to introduce new users in how to use the NRO's services.
- The NRO was meeting all key targets in terms of having an impact and keeping the public active and engaged.

RESOLVED

9.3 That the report be noted.

10. Annual Report 2012-13

10.1 The Annual report 2012-13 by the Principal Archivist was received. The report provided a summary of the activities of the NRO during the period.

10.2 During the ensuing discussion the following points were noted:-

- There had been 397 deposits, gifts and purchases throughout the year including a substantial archive of papers from the Turner, Palgrave and Barker families.
- An exhibition of Paston documents would be organised during autumn 2013.
- A much larger quantity of cataloguing work had been completed due to a new approach in how acquisitions were managed.

RESOLVED

That the report be noted.

11. Exclusion of the Public

11.1 The Committee was asked to consider excluding the public from the meeting under Section 100A of the Local Government Act 1972 for consideration of the item below, on the grounds it involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighed the public interest in disclosing

the information.

RESOLVED

11.3 That the public be excluded from the following item.

12. Periodic Report: Appendix Manuscripts Purchased 1 October 2012 – 31 March 2013.

12.1 The exempt report was discussed and noted.

13. Future Meetings

Date	Time	Venue
Friday 28 June 2013	10:30am	The Green Room, Archive Centre
Friday 22 November 2013	10:30am	The Green Room, Archive Centre

The meeting concluded at 11:45am.

Dr C. J. Kemp, Chairman of the Committee



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